

FAQ: Gaining or changing Airfield Access: An Overview

An Authorized DEN Project Manager must submit a ***DEN Vetting Airfield Access Form*** on your behalf for Airfield/Driving access requests including; adding driving for the company and adding Gate Access.

If you do not know whom your DEN PM is: Please complete the ***Request Driving-Airfield Access*** form located at <https://www.flydenver.com/about/badging/forms>. This form will identify your company, sponsoring company (if applicable), and the project type of work to be performed.

Having this information will help initiate contact between the company and your designated DEN PM to collaborate the completion of the ***DEN Vetting Airfield Access Form***.

Below is some additional information of the general process flow and a reminder of insurance requirements

General Process Flow

- Company submits ***Request Driving-Airfield Access*** form online.
- DEN PM collaborates with company to complete and submit the ***DEN Vetting Airfield Access Form***
- Airfield Operators receive and either approve or deny the request. Approved forms advance to Airport Security
- Airport Security reviews the forms and will approve or deny the changes. IF Gate access is changed, Airport Security will make necessary adjustments to the company profiles for badge access at indicated/approved Gates.
- For registering vehicles to be operated on the Airfield: Insurance must be validated **before** vehicle registration form is submitted. Submit your COI (Certificate of Insurance) via email to DENCOI@flydenver.com. More information regarding insurance requirements can be found by clicking here, [Part 230](#)
- After receiving approval via the DEN Vetting Airfield Access Form, reach out to the driver trainer group at 303-342-4310 to schedule Airfield Training. The DEN Driver Training team will train a designated person(s) from the company to be the driver trainer for their company. The DEN Driver Training team will review driver expectations, training, and documenting requirements when it comes to training new members of the company.
- If planning to register vehicles for airfield access, please complete the ***Vehicle Permitting Form*** located online at <https://www.flydenver.com/about/badging/forms>. Completed forms are to be sent DEN.RFID@flydenver.com or turned in to the Main Badging office on Concourse A above Gate 46, level 4. **Please attach a copy of the current vehicle registration to the form submission.**